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02 AUG 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 2 August 1974:



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c. Restored Leave. Established internal procedures for recording restored leave. To date we have been notified of 18 cases in which restoration of 1973 leave forfeitures has been approved. Six cases related to retirees who have received payment as part of their lump sum entitlement. Separate restored leave accounts



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have been established for the remaining twelve cases and a confirmation memorandum has been sent to each person stating the "use by" date, together with a supply of forms for attachment to T&A reports when such leave is used.

d. CIARDS

(1) [redacted] OF, and
[redacted] OJCS, met with Mr. Kroll, Treasury
Actuary, to clarify miscellaneous technical
questions relating to the OJCS task of preparing
programs for the actuarial study.

[redacted]
paper which is being prepared for Management
Committee consideration respecting CIARDS funding
needs.

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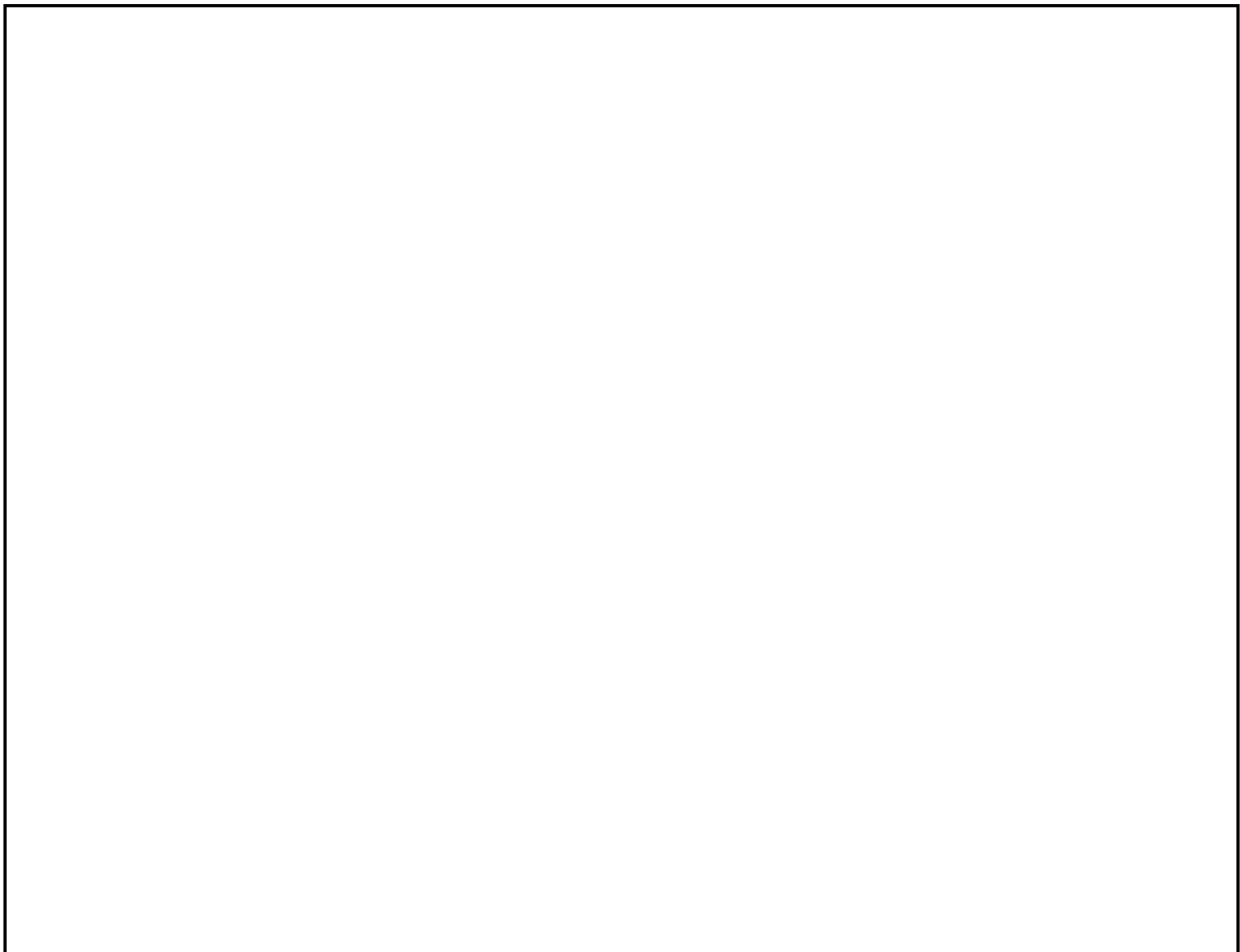
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e. OF Participation in Xerox 1200 Test.

25X1 [redacted] of the Accounts and Analysis Division attended a briefing on the Xerox 1200 Computer Printer which is to be installed at Headquarters on a three-month pilot test basis. At present, two finance monthly reports are to be included in the test program: The monthly obligation status report (OSR) and the Advance/Subsidiary listings.



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